

PERSONNEL ACTIVITIES REPORT

II. STATISTICAL REVIEW

- A. COMPARISON CEILING AND ON-DUTY-STRENGTHS LAST THREE YEARS
- B. ON-DUTY-STRENGTHS
 - 1. Staff and contract
 - 2. Personnel categories -- professional, clerical, technical and military
 - 3. By grade
- C. AGE AND GRADE INTERRELATIONSHIPS
 - 1. Age and grade groups and average ages
 - 2. Trends
 - 3. Younger officers in higher grades
- D. SEPARATIONS
 - 1. Totals last three years
 - 2. Personnel categories
 - 3. Reasons
 - 4. Grade
 - 5. Age
 - 6. Years of service
- E. RETIREMENTS (Following Data to be Presented by Systems: CIARDS, CSRS and Total)
 - 1. Type -- disability, mandatory, etc.
 - 2. Personnel categories
 - 3. Grade

4. Age
5. Percentage of total separations
6. Eligibles
7. Mandatories

F. ACCESSIONS

1. Totals last three years
2. Personnel categories
3. Grade
4. Selected ratios of in-process to EOD
5. Cancellations and reasons

G. REASSIGNMENTS

1. Grade
2. Transfers among personnel categories
3. In and out of career service
4. Between Directorates

H. PROMOTIONS

1. Last three years
2. Personnel categories
3. Grade
4. Time-in-grade by personnel category and by grade (data currently unavailable)

I. QSI'S

1. Last three years
2. Personnel categories (if data can be obtained)
3. Grade

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J. DISTRIBUTION OF FITNESS REPORT RATINGS

1. Last three years
2. Personnel categories
3. Grade

STAT

K. FIELD TOURS-OF-DUTY (as Applicable)

1. Number of PCS turnovers by geographical regions (the PCS exchange of two employees equals one turnover)
2. Personnel categories (if data can be obtained)
3. Grade (if data can be obtained)
4. Average length of tour -- overseas only
5. Number of returnees "short-of-tour" -- overseas only

L. EMPLOYEE HONOR AND MERIT AWARDS

1. Type
2. Relative use of types in different Directorates
3. Personnel categories
4. Grade

M. EQUAL EMPLOYMENT OPPORTUNITY

1. On-duty
 - a. Race, by grade
 - b. Sex, by grade
2. Promotions
 - a. Grade
 - b. Time-in-grade in each grade (versus time-in-grade average applicable to all personnel within the career service in such grade)
3. Applicants
 - a. Race
 - b. Grade
 - c. Applicant to EOD ratio
 - d. Time-in-process

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N. PERSONAL RANK ASSIGNMENTS

1. Personnel categories
2. Grade
3. Duration (by grade)

O. PROBATIONARY AND PROVISIONAL PERIODS

1. Involuntary separations (performance) in probationary period versus total employees with less than one year of service
2. Involuntary separations (performance) in provisional period versus total employees with less than three years of service
3. Above information broken down by personnel categories (if data can be obtained)

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